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27 May 1953

MEMORANDUM FOR: The CIA Career Service Board

SUBJECT : Policies Governing Training at Non-CIA Facilities

I. General Statement

In order that the function of training may be exercised more directly as an integral part of career service in CIA, the following policies shall govern training at non-CIA facilities.

II. Policies Governing Training at Non-CIA Facilities

1. Training shall normally be provided by the Agency only for individuals:

- a. who declare their intention to make a career of service with the Agency;
- b. whose qualifications indicate capability to meet the objective of the projected training;
- c. whose projected training, as recommended by the appropriate Career Service Board, and approved by the Office Head or Staff Chief concerned, will benefit the Agency either by increasing their capability to perform their current duty assignments more effectively, or by preparing them to undertake specified projected duty assignments requiring greater skill or responsibility;
- d. whose utilization within the Agency, upon completion of training, has been determined.

2. The selection of individuals for training in fixed-quota programs shall be on a competitive basis, and shall be made primarily in the interest of the Agency as a whole, and only secondarily in the interests of the Office or Staff and the individual, in that order. Quotas for such programs shall not be allocated to individual Offices or Staffs within the Agency.

3. Training shall normally be requested on the basis of the recommendations contained in the individual's Personnel Evaluation Report(s) and the plan for his career development recommended by the appropriate Career Service Board, and approved by the Office Head or Staff Chief concerned.

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4. Training requests shall require endorsement by the Office Head or Staff Chief concerned or his representative specifically designated for this purpose in order to be considered for approval by the Director of Training.

5. Final decision on the selection of individuals for training shall be made by the Director of Central Intelligence or by the Director of Training as set forth below:-

a. For training designed to broaden and develop high level executive, policy and planning skills:

(1) The Director of Training shall recommend to the CIA Career Service Board individuals for the top five Department of Defense colleges and for such other training programs as he deems of comparable level.

(2) The CIA Career Service Board, acting as an Advisory Board, shall review the qualifications of individuals and list them in order of preference for the consideration of the Director of Central Intelligence.

(3) Final decision on the selection of individuals for training shall be made by the Director of Central Intelligence.

b. For all other training, final decision on the selection of individuals for training shall be made by the Director of Training, and will not be forwarded to the CIA Career Service Board.

c. The Director of Training may, in his discretion, and normally will, convene Advisory Boards to assist him in the recommendation or selection of individuals for training, as appropriate.

/s/ Matthew Baird

MATTHEW BAIRD  
Director of Training

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